



Second Program Year Action Plan

The CPMP Second Annual Action Plan includes the [SF 424](#) and Narrative Responses to Action Plan questions that CDBG, HOME, HOPWA, and ESG grantees must respond to each year in order to be compliant with the Consolidated Planning Regulations. The Executive Summary narratives are optional.

Narrative Responses

GENERAL

Executive Summary

The Executive Summary is required. Include the objectives and outcomes identified in the plan and an evaluation of past performance.

Program Year 2 Action Plan Executive Summary:

Our region continues to suffer from more than 13% unemployment, high foreclosure rates, and declining home values, but the City of Reno continues to use funds from the U.S. Department of Housing and Urban Development to improve the quality of life in our community. Community Development Block Grant (CDBG) funds are used to increase economic opportunities through GROBusiness (revolving loan program), improving their neighborhood infrastructure, blight prevention, and improving access to critical public services. As the lead entity of the Washoe County HOME Consortium, the City uses HOME Investment Partnership Program dollars continue to be invested in projects that increase the affordable housing opportunities for families earning less than ½ of the area median income.

This year we are anticipating creating more than seven full-time jobs through GROBusiness, this program has proven successful over the past year, especially with the tight credit market experienced by small and microenterprise businesses. In addition will undertake 18 additional home accessibility modifications targeting low income disabled individuals, as well as install or reconstruct 15 pedestrian ramps. Blight prevention in low income neighborhoods and redevelopment areas will be supported by a CDBG funded code enforcement officer. Due to economic conditions and current needs for services in the community the City will allocate 26% of the CDBG for public services as authorized under 24 CFR 570.201(e); these funds will support operations of the Community Assistance Center (a one-stop homeless shelter and services campus also supported with ESG funds) and other basic needs services within the community.

Investment of HOME funds will support the development of two affordable housing projects. One project will target seniors at or below 50% of the area median income (AMI), while the second, currently in the predevelopment stage, will serve families at or below 40% of AMI.

General Questions

1. Describe the geographic areas of the jurisdiction (including areas of low income families and/or racial/minority concentration) in which assistance will be directed during the next year. Where appropriate, the jurisdiction should estimate the percentage of funds the jurisdiction plans to dedicate to target areas.
2. Describe the basis for allocating investments geographically within the jurisdiction (or within the EMSA for HOPWA) (91.215(a)(1)) during the next year and the rationale for assigning the priorities.
3. Describe actions that will take place during the next year to address obstacles to meeting underserved needs.
4. Identify the federal, state, and local resources expected to be made available to address the needs identified in the plan. Federal resources should include Section 8 funds made available to the jurisdiction, Low-Income Housing Tax Credits, and competitive McKinney-Vento Homeless Assistance Act funds expected to be available to address priority needs and specific objectives identified in the strategic plan.

Program Year 2 Action Plan General Questions response:

1. and 2. Geographic areas and basis for funding allocation. While the federal funds received through HUD will be used to provide affordable housing, community development, and economic opportunities throughout the city for low and moderate income households, an effort will be made to direct funding and services into areas of low income and minority/ethnic concentration. Although numerous needs were identified within the community, limited human and financial resources made it necessary to prioritize those housing, economic development, and community development projects that will have the biggest impact for the community and best leverage the resources.

The cities of Reno and Sparks were each responsible for overseeing the development of their respective plans for allocating their CDBG, and if applicable, ESG funds. The City of Reno is responsible for administering programs that utilize CDBG and ESG funding. The two jurisdictions partner with Washoe County to allocate HOME funds on a regional basis for affordable housing projects through the Washoe County HOME Consortium (WCHC).

Annual funding allocations are determined through a multi-step process. The WCHC Technical Review Committee (TRC), comprised of one staff and one community representative from each jurisdiction plus one at-large member and a representative of the Truckee Meadows Regional Planning Agency, receives, evaluates and makes funding recommendations, which includes Participating Jurisdiction HOME money, State HOME money, and Low Income Housing Trust Funds. These recommendations are forwarded to the WCHC Directors for approval and forwarding to the Regional Planning Governing Board for ratification. During this process proposed projects and programs are evaluated for compliance and addressing the identified needs and goals.

During a Washoe County Human Services Consortium (WCHSC) Triumvirate meeting held in 2010, Washoe County staff informed the members that due to budget cuts the County might not have funding to participate in the WCHSC in FY 2011-2012. The County will not be able to confirm funding availability until it begins its budget process in the spring of 2011; this timeframe is later than projects must be identified to meet the deadline for the Cities of Reno and Sparks to submit their Action Plans to HUD.

At a City Council meeting held in January 2011, Reno Council approved a plan to fund public service activities. The plan was if either Sparks or Washoe County allocates funding to the WCHSC, all agencies funded in FY 2010-2011 would receive a proportionate distribution of the FY 2011-2012 funding. Given the lateness of funding decisions, it is not feasible to conduct a full application process within the deadlines for the Action Plan and non-profit agency budgeting practices. City of Sparks approved the same plan at a meeting held in February 2011. Washoe County begins their budget process in early April and has not yet made a decision on funding.

The allocation processes take into account the goals established in the Consolidated Plan when setting funding criteria and jurisdictional priorities. At the end of each year annual and cumulative progress toward goals is evaluated and reported in the CAPER.

3. Addressing obstacles. The City of Reno will continue to play a leadership role in coordinating housing and service provision for the region, including mitigating homelessness. The city will also be proactive in identifying and applying for additional public and private funding to meet underserved residents. City leadership has been and will continue to work closely with the private sector to increase their understanding of the greatest needs in the region and find creative public-private partnerships to address needs.

5. Resources. Anticipated HUD grants are:

CDBG	\$1,847,203
HOME	\$1,466,431
ESG	\$ 89,615

In addition to HUD grant funds the following resources will be available to the City and WCHC for activities in the 2011/2012 program year:

Affordable Child Care - Room Tax (Reno). These funds are generated through a local per night tax levied on hotel rooms. The funds generated are discretionary and the use is defined by the jurisdiction imposing the tax. The City of Reno has dedicated a portion of their Room Tax for affordable childcare. Estimated at \$47,500 (Reno)

Washoe County HOME Consortium State of Nevada pass-through HOME grant, In addition to the HOME grant from HUD, the Consortium receives a pass-through allocation of HOME from the State of Nevada.

Low Income Housing Trust Funds. LIHTF funds are generated by the State through a real estate transfer tax. The funds are allocated to eligible projects and programs that will provide quality affordable housing to households at or below 60 percent of median income.

The WCHC and City of Reno use the local resources described above to leverage the HUD funding allocations. In some cases, leveraged resources are invested alongside HUD funds within projects. In other cases eligible, local projects and programs are funded entirely with non-HUD monies. In either case, the local funds support HUD-funded activities by contributing to the goals of the Consolidated and Action Plan by providing necessary financial resources.

HUD Match Requirements

ESG

The required match of \$89,615 will be in the form of non-federally funded administrative salaries and other expenses by the agencies allocated this funding.

HOME

The funding sources that will generate funds for the match requirement are Low Income Housing Trust Funds from the State of Nevada and the value of the property tax exemption provided to federally funded affordable housing projects.

Managing the Process

1. Identify the lead agency, entity, and agencies responsible for administering programs covered by the consolidated plan.
2. Identify the significant aspects of the process by which the plan was developed, and the agencies, groups, organizations, and others who participated in the process.
3. Describe actions that will take place during the next year to enhance coordination between public and private housing, health, and social service agencies.

Program Year 2 Action Plan Managing the Process response:

There are two organizations that oversee the Consolidated and Annual Plan processes: The City of Reno and the Washoe County HOME Consortium.

1. Lead Agency. The City of Reno (Community Resources Division) oversees administration of the Community Development Block Grant, or CDBG, and the Emergency Shelter Grant, or ESG, and HOME funds as the lead entity of the Washoe County HOME Consortium. CDBG is both the oldest and largest of the HUD programs for housing and community development.

The Washoe County HOME Consortium is comprised of the City of Reno, the City of Sparks, and Washoe County. Formed through an intergovernmental agreement, the WCHC makes available loans from various funding sources for pre-development, development, construction, acquisition, preservation and substantial rehabilitation of affordable, permanent or transitional, housing units. Its primary goal is to assist lower income families and individuals, including homeless and special needs groups, to obtain affordable housing. The Consortium also allocates funds to housing assistance programs, including down payment assistance to first time homebuyers, monthly rental assistance, rental and utility deposit assistance, and homeowner rehabilitation assistance. Individuals must meet program eligibility requirements.

2. Development of the Action Plan. The draft Action Plan was developed considering the goals of the Consolidated Plan and current economic and housing conditions.

The Plan was made available for a 30 day comment period, which was announced in the *Reno Gazette Journal*, the local newspaper of largest circulation, and *El Sol de Nevada*, a local newspaper serving the Hispanic population; in addition notification of the draft plan was distributed through listserves for human services organizations and the local business community and announced at meetings of these organizations. These notifications also included the notice of a public hearing, which was held May 11 during the Reno City Council meeting. These meetings are also publicly noticed not less than 3 business days prior to the meeting.

Agencies and community groups providing housing, social, fair housing, health, and homeless services were all targeted for input into the Year 2 Action Plan.

3. Enhance coordination. As mentioned in the Strategic Plan, the region is fortunate to have a solid institutional structure through which to carry out its Consolidated Plan goals. The City of Reno will continue to play a leadership role in coordinating housing and service provision for the region, including mitigating homelessness. This includes working with a variety of community agencies and groups, including the Reno Housing Authority, the Reno Area Alliance for the Homeless, United Way, the local HUD office, the Governor's Office on Disabilities, and many more, to increase awareness of available programs and funding to better meet the needs of the community. The city will also be proactive in identifying and applying for additional public funding to meet underserved residents.

Citizen Participation

1. Provide a summary of the citizen participation process.
2. Provide a summary of citizen comments or views on the plan.
3. Provide a summary of efforts made to broaden public participation in the development of the consolidated plan, including outreach to minorities and non-English speaking persons, as well as persons with disabilities.
4. Provide a written explanation of comments not accepted and the reasons why these comments were not accepted.

*Please note that Citizen Comments and Responses may be included as additional files within the CPMP Tool.

Program Year 2 Action Plan Citizen Participation response:

1. Summary of citizen participation process. The Citizen Participation Process for the City of Reno Annual Action Plan consisted of:

- A 30-day public comment period for the Draft Action Plan began on April 11, 2011; and
- A public hearing was held on May 11, 2011.

2. Citizen comments and views. No written comments were received.

3. Efforts to broaden participation. Efforts to broaden participation in the development of the Year 2 Action Plan included distribution to list-serves of service providers targeting special needs populations, agencies serving disadvantaged populations, advertising in the multiple locations, and distribution through the a City citizen information process. Notice of the draft Plan was sent to the Reno Area Alliance for the Homeless, Human Services Network, Alliance of Nevada Non-Profits and Nevada Hispanic Services.

5. Comments not accepted (if any). N/A, no comments were received.

Institutional Structure

1. Describe actions that will take place during the next year to develop institutional structure.

Program Year 2 Action Plan Institutional Structure response:

The City of Reno's Community Resources Division is the primary department responsible for implementing the Consolidated Plan and Action Plan and coordinating with numerous other departments and public and private agencies that are subrecipients of funds. Community Resources staff works with Public Works to complete identified public infrastructure projects. During the current program year staff will continue to work with city agencies using funds to improve outcomes and increase awareness of compliance requirements.

A portion of CDBG funds are also allocated to the Neighborhood Revitalization Program, which invests funds into CDBG eligible neighborhoods to improve resident safety or overall quality of life. A new process will be implemented in FY 11-12, whereby neighborhood organizations submit proposed projects for consideration and approval by review committee. City staff will manage project implementation.

Economic development activities will be undertaken the City's Economic Development Manager, who works closely with economic development entities within the community. The Economic Development Manager is currently redesigning the program to ensure viable projects are funded in compliance with CDBG regulations.

The City contracts with a number of non-profit agencies to provide a variety of social services to residents. These agencies are experienced in providing these types of services and have been operating in the community for numerous years. They understand the needs of community members and continue to alter their programs as necessary to best address these needs.

The City utilizes ESG funds to contract with an experienced non-profit agency to provide direct services to individuals and families experiencing homelessness. This contract serves some of the most vulnerable individuals and families living in the community.

The WCHC partners with certified Community Housing Development Organizations (CHDO) to provide financial support for affordable housing throughout Reno, Sparks, and Washoe County. As of July 1, 2007, all existing CHDOs recertified and new CHDOs certified for FY08/09, were required to submit a plan to reach self-sufficiency

within a five year time period. Agencies certified after that date were to submit a five-year self-sufficiency plan with their first certification application. The plan was to include cumulative revenues and expenditures, organization balance sheets, a strategic/written narrative component, and measurable goals related to the CHDO mission, including capacity building. Although no new CHDOs were certified during this time period, all of the existing CHDOs have now reached self-sufficiency and none of the three CHDOs certified this year needed to request CHDO operating funds for FY2011-2012.

The WCHC also provides financial support to private developers that have prior experience in providing safe, decent, and sanitary housing to low income residents. Many of the private developers partner on projects with certified CHDOs

The Reno Housing Authority is a separate entity governed by an independent Board of Directors and as such the City does not have authority over its operating processes. The City and WCHC do often partner with RHA to meet the housing needs of the community.

Partnering with a number of agencies to deliver housing and community development services allows the City of Reno to provide needed services and maximizes limited financial and human resources. Staff will attend training and seminars relevant to the administration of grant funds and increase capacity to operate programs that address community needs.

Monitoring

1. Describe actions that will take place during the next year to monitor its housing and community development projects and ensure long-term compliance with program requirements and comprehensive planning requirements.

Program Year 2 Action Plan Monitoring response:

CDBG & ESG Monitoring

Community Resources staff monitors agencies that receive funds annually to determine compliance with program outcomes established when funding contracts are executed, as well as review of the following items:

- Verification of income for clients served with grant money during the grant period.
- Canceled checks or copies of checks, other proof of payment and invoices for expenditures during the grant period.
- Log sheets/case files for clients served during the grant period.
- Reporting problems or clarifications
- Overall program progress; requirements will vary depending on whether an agency is identified as a point of entry, an auxiliary, or an agency to agency provider.

- Verification of documentation of homelessness for those clients being served with ESG funds

Additionally, recipients are required to submit reports on a monthly or quarterly basis. Information required includes client totals, progress toward program performance and outcome measures and requests for reimbursement. This information is reviewed for compliance with regulations and goals of the funding program before funds are disbursed to the sub-recipient.

In the event that a sub-recipient agency is not performing adequately, staff will schedule meetings as necessary and offer technical assistance to resolve issues. If the technical assistance provided is unsuccessful, staff will move forward to cancel the contract. Additionally, if funds are not being expended on a timely basis, staff works with the agency to determine if they can amend their approved contract budget and expend it in a different eligible category. We have had very few agencies that have been unable to expend their funds within the grant period.

Notice of upcoming monitoring is provided to agencies in writing at least 15 days in advance. Follow-up letters reporting observations and compliance issues are sent out within 15 days following the audit. In the event that a sub-recipient is out of conformance with CDBG regulations, they are given 45 days to come into compliance. If this is not done further contacts are made and staff will schedule meetings as necessary and offer technical assistance to resolve the issues. If the issues cannot be resolved the contract would be canceled.

HOME Monitoring

The WCHC staff annually monitors existing projects, programs, and organizations that receive funds to evaluate compliance with program objectives and funding requirements including:

- Verification of income for all clients housed in funded projects.
- Verification of rents charged.
- Inspection of units and grounds for compliance with code and adequate maintenance.
- Lease agreements.

In addition, staff monitors rehab and new construction projects during the construction process.

Notice of upcoming monitoring is provided to property and program management in writing 15 days in advance. Follow-up letters reporting observations and compliance issues are sent out following the audit. In the event that a project is out of conformance with funding regulations or more information is needed to complete the monitoring process, the property is given 45 days to come into compliance. If this is not done further contacts are made and staff will schedule meetings as necessary and offer technical assistance to resolve the issues. If the technical assistance provided is unsuccessful, staff will move forward with proceedings to cancel the agreement and demand repayment.

Public Improvement Projects

Community Resources staff assumes responsibility for ensuring that projects comply with prevailing wages. Certified payroll reports are submitted and reviewed monthly. In addition on-site interviews are conducted to ensure that all contractors and sub-contractors are in compliance with the regulations.

Annually progress toward long-term goals outlined in the Consolidated Plan is measured by reviewing projects undertaken and compared to the established goals for each program. This annual review includes evaluating the expenditures made and the timeliness of commitments.

Lead-based Paint

1. Describe the actions that will take place during the next year to evaluate and reduce the number of housing units containing lead-based paint hazards in order to increase the inventory of lead-safe housing available to extremely low-income, low-income, and moderate-income families, and how the plan for the reduction of lead-based hazards is related to the extent of lead poisoning and hazards.

Program Year 2 Action Plan Lead-based Paint response: Analysis of available blood lead data in Washoe County from 2005-2007 on children with blood lead levels ordered by a healthcare provider for laboratory testing indicated that 4-5% of all blood lead tests were elevated at levels associated with adverse effects (adults $\geq 25\mu\text{g/dL}$ and children $\geq 5\mu\text{g/dL}$). There was a decreasing trend of 5.2%, 4.2% and 2.9% (in 2005, 2006, 2007 respectively) in percent elevated. Only 1.5% had a level greater than or equal to 10 $\mu\text{g/dL}$. This small sample survey cannot be considered representative of the population and cannot be used to formulate policy; however the data are the only source of preliminary prevalence data. (Reference: Williamson, Virginia, Lead Exposure in Northern Nevada, Master's Thesis, UNR, 2009.)

Over the past 7.5 years, Washoe County Health District typically receives 1-3 referrals for elevated BLL over 10 $\mu\text{g/dL}$. Understanding that the potential risk remains, the City of Reno and WCHC will continue to ensure that all housing projects funded with CDBG and HOME funds will comply with the Federal guidelines regarding notification and abatement requirements.

HOUSING

Specific Housing Objectives

*Please also refer to the Housing Needs Table in the Needs.xls workbook.

1. Describe the priorities and specific objectives the jurisdiction hopes to achieve during the next year.
2. Describe how Federal, State, and local public and private sector resources that are reasonably expected to be available will be used to address identified needs for the period covered by this Action Plan.

Program Year 2 Action Plan Specific Objectives response:

Two projects submitted for FY2011-2012 funding are both CHDO eligible projects. The first project, Virginia Lake Senior Apartments, is a 66 unit senior project for seniors at or below 50% of AMI developed by a partnership of private developers and the other is a CHDO pre-development project with an anticipated development of 44 units of family housing at or below 40% of AMI. These two projects will utilize \$1.28 million in CHDO set-aside funding.

Decent Housing:

Goal 1. Expand affordable rental housing opportunities for extremely and very low-income households, including those with special needs.

- Objective DH 2.1 (Affordability of Decent Housing). Develop and/or rehabilitate rental units that are affordable to households earning 50 percent of the area median income (AMI) and less.

Performance measure: Construct or rehabilitate 155 units during the 5 year period.

- *2012 PY outcome:* Virginia Lake Senior Apartments—new construction of a 66 units apartment complex serving seniors at or below 50 percent of the area median income (AMI), to create 11 affordable units within the complex.
 - HOME, \$1,200,000 CHDO set-aside

- Objective DH 1.1 (Availability/Accessibility of Decent Housing). Assist with the development of transitional housing and permanently affordable housing with supportive services, targeted to formerly homeless households and households with special needs.

Performance measure: Construct or rehabilitate 40 units of affordable and supportive units during 5 year period.

- No new funds are allocated to this activity.

- Objective DH-2.2 (Affordability of Decent Housing). Support organizations that develop and rehabilitate rental housing.

- *2012 PY outcome:* Provide pre-development funding to the Northern Nevada Community Housing Resource Board, whose target population is extremely and very low-income renter households, to develop a 44 unit multi-family project.
 - HOME, \$80,000

Goal 2. Stabilize neighborhoods and increase appropriate housing opportunities for low and moderate income households, including those with special needs.

- Objective DH-1.2 (Availability/Accessibility of Decent Housing). Assist owner/renter households with needed improvements to their homes, including accessibility improvements for disabled households and seniors.

Performance measure: 65 homes improved during 5 year period.

- *2011 PY outcome:* Home Accessibility Modifications performed by Northern Nevada Center for Independent Living.
 - CDBG, \$15,000
 - *Objective DH-2.3 (Affordability of Decent Housing).* Provide homebuyer assistance to low and moderate income families wanting to purchase a home.

Performance measure: 50 homebuyers assisted during 5 year period.

 - *2011 PY outcome:* Provide down payment assistance for first-time homebuyers earning 50 to 80 percent of AMI.
 - No new funds are allocated to this activity.
 - *Objective DH-1.3 (Availability/Accessibility of Decent Housing).* Provide deposit and rental assistance to low and moderate income renter households.

Performance measure: 100 income qualified clients will be provided assistance during 5 year period.

 - No new funds are allocated to this activity.
3. **Resources.** Housing activities are primarily funded with HOME, participating jurisdiction and state pass-through grants, and low income housing trust funds. In addition, some CDBG funds may be used to support housing activities, including accessibility modification programs, housing rehabilitation, and down payment assistance.

The unallocated portion of the HOME grant (\$39,852) will be carried forward for future eligible projects.

Needs of Public Housing

1. Describe the manner in which the plan of the jurisdiction will help address the needs of public housing and activities it will undertake during the next year to encourage public housing residents to become more involved in management and participate in homeownership.
2. If the public housing agency is designated as "troubled" by HUD or otherwise is performing poorly, the jurisdiction shall describe the manner in which it will provide financial or other assistance in improving its operations to remove such designation during the next year.

Program Year 2 Action Plan Public Housing Strategy response:

The Reno Housing Authority (RHA) serves the region by providing affordable rental units, administering the Section 8 tenant based rental assistance program, and supplying affordable lease-to-own and sale properties for low to moderate income families.

RHA owns and operates 750 Public Housing units; 285 of these units are designed for seniors and persons with disabilities. RHA also administers 2,647 Housing Choice Vouchers to low-income residents, along with 27 moderate rehabilitation units. In addition, RHA is a development partner in a Low Income Housing Tax Credit (LIHTC) property.

RHA is a model housing authority, having earned "high performer" status from HUD. RHA's most recent HUD inspection of its properties received scores of 96-100 out of 100 possible points. In 2008, RHA was recognized by HUD as the 2008 Large Housing Authority of the Year in Nevada and Northern California. This award was given to RHA by Stephen Schneller, the Director of HUD's Office of Public Housing in San Francisco. According to Mr. Schneller, RHA's properties are by and large the best he has seen throughout the country.

RHA has a long history of providing self-sufficiency services to clients in the form of FSS, IDEA, and other homeownership programs. The city actively partners with RHA to continue to explore additional affordable housing development opportunities.

RHA has been able to maintain and make improvements to its Public Housing units through the Capital Fund program. On January 30, 2011, RHA received a Special Achievement Award for handling the American Recovery and Reinvestment Act funds so effectively and quickly.

RHA is nearing completion of expenditures under an EDI grant received from HUD for the Oliver Montello neighborhood surrounding Pat Baker Park in northeast Reno. The City of Reno received the grant and entered into an Interlocal Agreement with RHA to effectively expend the funds. The grant's \$588,000 was combined with money provided by the Washoe County HOME Consortium for rehabilitation. In addition, RHA utilized some of its own funds to purchase other properties in the neighborhood. Most of the properties were rehabilitated and rented to low income families, but a few with extreme structural problems were demolished using RHA funding.

The City of Reno/Washoe County HOME Consortium entered into an Interlocal Agreement with RHA to administer over \$4.2 million in Neighborhood Stabilization Program 1 funds from the State of Nevada. This money has been used to purchase foreclosed properties for both a rental program and a first time homebuyer program in three target areas.

In January 2010, a Consortium headed by RHA was awarded \$20,995,000 in Neighborhood Stabilization Program 2 (NSP2) grant funding. These funds are being used to purchase and rehabilitate up to 200 single family homes in four target areas. These homes will be rented, sold, or used in a lease-to-own program to people under 120% of the AMI.

The Consortium is made up of RHA, the City of Reno as the lead agency of the Washoe County HOME Consortium, Nevada Rural Housing Authority, Charles Schwab Bank, and Consumer Credit Affiliates. The City of Reno is providing much needed environmental review services to clear each house before purchase. Nevada Rural Housing Authority is providing their experience with selling homes to middle income homebuyers and may utilize their first time homebuyer program for qualified applicants. Charles Schwab Bank is expected to finance many of the home loans, and Consumer Credit Affiliates will be providing HUD-required credit counseling for

prospective homeowners. Each member of the Consortium is a valued and necessary piece of successfully expending the NSP2 grant.

In the NSP2 application, RHA committed to contract with up to 100 private investors to purchase homes in three designated areas and bring them up to high energy and water conservation standards. If an investor's property is selected, RHA will use Project Based Housing Choice Vouchers to provide the investor with tenants for up to ten years. This program will help stabilize several neighborhoods hit hard by the extensive foreclosure crisis. The City of Reno will also be providing environmental reviews for these properties to ensure their suitability for the program.

Washoe County and the Cities of Reno and Sparks have also designated RHA to act on their behalf in purchasing homes from HUD under the \$1 Good Neighbor Program. RHA has purchased 13 houses so far under this program. All properties are undergoing significant rehabilitation with RHA funds before being rented or sold.

RHA is seeking to participate in HUD's demonstration Moving to Work Program. This will allow RHA considerable flexibility in developing local rental programs. Washoe County HOME Consortium is supportive of RHA's efforts to achieve this designation, and will assist wherever possible.

Barriers to Affordable Housing

1. Describe the actions that will take place during the next year to remove barriers to affordable housing.

Program Year 2 Action Plan Barriers to Affordable Housing response: The county and city's recent AI found a number of barriers to affordable housing and fair housing; however, the barriers were not specifically related public policies affecting the cost of housing development. The city will work to mitigate any discrimination and fair housing violations in its rental market through landlord education and outreach and making residents aware of their rights under fair housing law. The AI also concluded that lack of a comprehensive first-time homebuyer program created a barrier to fair housing choice in the region. The City has implemented a down payment program and the general condition is mitigated by the continued decline of housing prices throughout the region.

HOME/ American Dream Down payment Initiative (ADDI)

1. Describe other forms of investment not described in § 92.205(b).
2. If the participating jurisdiction (PJ) will use HOME or ADDI funds for homebuyers, it must state the guidelines for resale or recapture, as required in § 92.254 of the HOME rule.
3. If the PJ will use HOME funds to refinance existing debt secured by multifamily housing that is that is being rehabilitated with HOME funds, it must state its refinancing guidelines required under § 92.206(b). The guidelines shall describe the conditions under which the PJ will refinance existing debt. At a minimum these guidelines must:

- a. Demonstrate that rehabilitation is the primary eligible activity and ensure that this requirement is met by establishing a minimum level of rehabilitation per unit or a required ratio between rehabilitation and refinancing.
 - b. Require a review of management practices to demonstrate that disinvestments in the property has not occurred; that the long-term needs of the project can be met; and that the feasibility of serving the targeted population over an extended affordability period can be demonstrated.
 - c. State whether the new investment is being made to maintain current affordable units, create additional affordable units, or both.
 - d. Specify the required period of affordability, whether it is the minimum 15 years or longer.
 - e. Specify whether the investment of HOME funds may be jurisdiction-wide or limited to a specific geographic area, such as a neighborhood identified in a neighborhood revitalization strategy under 24 CFR 91.215(e)(2) or a Federally designated Empowerment Zone or Enterprise Community.
 - f. State that HOME funds cannot be used to refinance multifamily loans made or insured by any federal program, including CDBG.
4. If the PJ is going to receive American Dream Down payment Initiative (ADDI) funds, please complete the following narratives:
- a. Describe the planned use of the ADDI funds.
 - b. Describe the PJ's plan for conducting targeted outreach to residents and tenants of public housing and manufactured housing and to other families assisted by public housing agencies, for the purposes of ensuring that the ADDI funds are used to provide down payment assistance for such residents, tenants, and families.
 - c. Describe the actions to be taken to ensure the suitability of families receiving ADDI funds to undertake and maintain homeownership, such as provision of housing counseling to homebuyers.

Program Year 2 Action Plan HOME/ADDI response:

1. Other forms of investment. Forms of investment not described in 92.205(b) are not planned.

2. Recapture. Homeowner opportunities are provided primarily through down payment assistance programs. During the period of affordability, HOME funds will be recaptured and reallocated to additional HOME eligible projects. In cases of foreclosure, HOME funds will be recaptured from net sales proceeds.

3. Refinancing. The Washoe County HOME Consortium has developed the following refinancing guidelines when reviewing projects requesting funding under this eligible activity throughout its designated service area. These guidelines are developed in accordance with 24 CFR 92.206(b)(2). For multifamily housing projects (projects consisting of five or more units):

- Rehabilitation must be the primary purpose of the request for refinancing. Therefore projects must include per unit rehabilitation costs that meet or

exceed the minimum of \$1,000/unit for rehabilitation investment in Consortium and non-Consortium assisted units

- The developer must demonstrate through proformas, project budgets, and other financial documents that the refinancing is necessary to permit or continue affordability under 24 CFR 92.252
- The developer must demonstrate through a minimum 15-year proforma and project budget that as a result of the refinancing the project is sustainable and the targeted population can be served over an extended period of time
- The developer must keep the units at the project affordable for a minimum of 15 years, although the Consortium may impose a longer affordability period. Specific occupancy and rent limitations will be set on a case-by-case basis during project review
- Staff will conduct a site tour and/or review current photos of the property and units to determine that significant disinvestment has not occurred at the property
- HOME funds cannot be used to refinance multifamily loans made or insured by any federal program, including CDBG

4. ADDI. N/A.

HOMELESS

Specific Homeless Prevention Elements

*Please also refer to the Homeless Needs Table in the Needs.xls workbook.

1. Sources of Funds—Identify the private and public resources that the jurisdiction expects to receive during the next year to address homeless needs and to prevent homelessness. These include the McKinney-Vento Homeless Assistance Act programs, other special federal, state and local and private funds targeted to homeless individuals and families with children, especially the chronically homeless, the HUD formula programs, and any publicly-owned land or property. Please describe, briefly, the jurisdiction's plan for the investment and use of funds directed toward homelessness.
2. Homelessness—In a narrative, describe how the action plan will address the specific objectives of the Strategic Plan and, ultimately, the priority needs identified. Please also identify potential obstacles to completing these action steps.
3. Chronic homelessness—The jurisdiction must describe the specific planned action steps it will take over the next year aimed at eliminating chronic homelessness by 2012. Again, please identify barriers to achieving this.

4. Homelessness Prevention—The jurisdiction must describe its planned action steps over the next year to address the individual and families with children at imminent risk of becoming homeless.
5. Discharge Coordination Policy—Explain planned activities to implement a cohesive, community-wide Discharge Coordination Policy, and how, in the coming year, the community will move toward such a policy.

Program Year 2 Action Plan Special Needs response:

1 & 2 Objectives and sources of funds. A major achievement in addressing past and current goals to address homelessness in the region is the construction of the Community Assistance Center (CAC). This was a partnership between the City of Reno, the City of Sparks, Washoe County and a number of community organizations and private foundations. The first phase was completed in November 2005 and included a men's shelter, the Reno Sparks Gospel Mission program building and St. Vincent's Dining facility. In September 2008 a women's shelter, family shelter and resource center were completed. The entire CAC has been operating for two and a half years and now serves as a "one-stop" service center for individuals and families experiencing or at-risk of homelessness.

The City of Reno previously allocated \$1,000,000 in past CDBG funding to the project. The city has secured a bond in the amount of \$1,500,000 to pay for phase 2b construction; this bond will be paid back with current and future CDBG allocations.

All ESG funding available to the City received directly from HUD (\$124,512) as well as through the State of Nevada will be allocated to Community Assistance Center Shelter Operations. A portion of the CDBG public service funding will also be allocated towards operations. Additional funding for homeless services will be provided by the city of Sparks and Washoe County.

The City has hired a homeless coordinator/housing resource specialist who works at the CAC and coordinates resources and services to those experiencing or at-risk of homelessness. This staff member is anticipated to transition to working with agencies to develop supportive housing.

3. Chronic homelessness is being addressed largely through the Community Assistance Center. In February 2007, the three elected bodies in the community adopted a 10-year plan to end homelessness with a specific strategies targeting chronic homelessness. Approximately 30 committee members representing a wide-range of community organizations worked on this project. Completion of the Community Assistance Center is a strategy identified in the plan.

The City is currently working with the Reno Area Alliance for the Homeless (RAAH) to evaluate and revise the strategies in the 10-year plan and to address key objectives identified in the 2010 Federal Strategic Plan to Prevent and End Homelessness, "Opening Doors".

All ESG funding available to the City is anticipated to be allocated to Community Assistance Center Shelter Operations including:

Men's Shelter - The goal of the Men's Shelter is to decrease the number of homeless men in the Reno/Sparks and Washoe County area. The Men's Shelter is a 158 bed facility. Men experiencing homelessness can stay at the Men's Shelter for up to 30

days. If men are working with case management and following their recovery plan, they may be granted up to a sixty day extension to afford them a better chance to obtain permanent housing. Clients will receive two meals per day (breakfast and dinner) and a bed with clean linens. They also will have access to shower facilities, hygiene products, laundry facilities, and clean clothing. During their stay at the Men's Shelter, men will be encouraged to seek gainful employment or secure appropriate resources and take appropriate measures to avoid future homelessness.

Women's Shelter - The goal of the Women's Shelter is to reduce the number of women experiencing homelessness in the Reno/Sparks and Washoe County area. The Women's Shelter is a 50 bed facility where woman are able to stay thirty nights. If women are working with case management and following their recovery plan, they may be granted up to a sixty day extension to afford them a better chance to obtain permanent housing. Clients will receive two meals per day (breakfast and dinner) and a bed with clean linens. They also have access to shower facilities, hygiene products, laundry facilities, and clean clothing. During their stay women are encouraged to seek gainful employment or secure appropriate resources and take appropriate measures to avoid future homelessness.

Family Shelter: The Family Shelter provides the basic facilities and supportive services to keep intact homeless families healthy and stable while attempting to transition them to self-sufficiency and secure permanent housing. The Family Shelter provides twenty-four hour shelter for twenty-one families and six pregnant women or new moms. The total capacity is 102 individuals. The Family Shelter will provide enhanced shelter services by making available a wide range of services which will include case management and a variety of life skills classes. Continued stay is contingent on participation in supportive services. Maximum stay is six months.

4. Homeless prevention. Funding from the WCHC, CDBG and ESG support housing and non-housing activities to address and prevent homelessness. These programs and activities provide affordable housing opportunities for people with low incomes and a range of human services that help low- and moderate-income populations maintain their independence and self-sufficiency. City staff also regularly participates in RAAH activities and works to identify and target resources to meet the needs of the homeless population and those at-risk.

5. Discharge Coordination Policy

Publicly Funded Institution(s) or System(s) of Care in CoC Geographic Area	Initial Discussion	Protocol in Development	Formal Protocol Finalized*	Formal Protocol Implemented*
Foster Care	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Health Care	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Mental Health	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Corrections	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Foster Care: A formal protocol is in place and has been implemented. The policy is to identify				

youth who are aging out of the foster care system prior to discharge and prepare them for independent living. The Nevada Division of Child and Family Services is responsible for the oversight of all independent living programs in Nevada. The goal of Nevada's Independent Living Program is to provide children making the transition from placement to independence with the skills and resources necessary to make them independent and productive members of society. Nevada's Independent Living Program is a set of services available to all foster youth between the ages of 15 until the age of 21. The Division considers all eligible foster youth to include those youth who are in the care and custody of the Division, Washoe County Department of Social Services, or Clark County Department of Family Services. Independent living service may continue with the child after permanency has been achieved, depending on the needs of the child.

In addition, the Assembly Bill 94 (passed in 2000), entitled "Transition from Foster Care" created an account by taxing real estate filing transactions throughout the state. This fund, now titled "Funds to Assist Former Foster Youth" was specifically created to assist the former foster youth of Nevada to attain economic self-sufficiency by providing goods and services, job training, housing assistance, case management and medical assistance. In Reno, the fund is administered by the Children's Cabinet. During the Child and Family Services Review in February 2004, Nevada was commended for the creation of this fund, and the fund was noted as a promising practice in Nevada.

Health Care:

The local Continuum of Care has implemented a training program entitled SOAR (SSI/SSDI Outreach, Access, and Recovery). Meetings are underway with health care agencies and partners to implement a discharge policy related to clients with disabilities who are exiting the health care system. It is expected that the policy will be implemented in 2009.

A health care discharge plan for individuals who do not have long term disabilities, was in development by the Governor's Interagency Council on Homelessness but the group has not finalized a plan.

Mental Health:

NNAMHS has policies and procedures in place to ensure that persons leaving publicly funded institutions or systems of care do not end up homeless when discharged from the facility. The policy states:

Social Services will have the overall responsibility for the discharge planning process. The process is begun at admission and includes the generation of an initial discharge plan which may be revised, updated, and finalized over time. The plan may include assessing discharge needs, referring the patient to Outpatient Services, identifying and mobilizing community resources, assisting patients in setting up appointments for current and aftercare needs, formulation of an aftercare program based on available resources, and assisting with obtaining resources for housing, food, financial assistance, etc. The final discharge plan is reviewed with the patient, family, and significant others as applicable prior to discharge.

Corrections:

The Department of Corrections (DOC) has policies and procedures in place to ensure that persons leaving publicly funded institutions or systems of care do not end up homeless when discharged from the facility. Nevada Revised Statutes, states that the Director of the Department of Corrections (DOC) may enter into contracts with one or more public or private entities to provide the following services, as necessary and appropriate, to offenders or parolees participating in a program:

- (a) Transitional housing;
- (b) Treatment pertaining to substance abuse or mental health;
- (c) Training in life skills;
- (d) Vocational rehabilitation and job skills training; and
- (e) Any other services required by offenders or parolees who are participating in a program.

The DOC provides referrals and information regarding Permanent housing. DOC also provides training in life skills that includes training in the areas of:

- (a) Parenting;
- (b) Improving human relationships;
- (c) Preventing domestic violence;
- (d) Maintaining emotional and physical health;
- (e) Preventing abuse of alcohol and drugs;
- (f) Preparing for and obtaining employment; and
- (g) Budgeting, consumerism and personal finances.

The DOC has established the goal to develop a continuum of services and programs that will prepare the offender at specific stages of his/her sentence for re-entry and release into society.

CoC Coordination Chart

Consolidated Plan Coordination	YES	NO
a. Do Con Plan planners, authors and other Con Plan stakeholders participate in CoC general planning meetings?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Do CoC members participate in Con Plan planning meetings, focus groups, or public forums?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c. Were CoC strategic plan goals addressing homelessness and chronic homelessness used in the development of the Con Plan?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Jurisdictional 10-year Plan Coordination		
a. Are there separate formal jurisdictional 10-year Plan(s) being developed and/or being implemented within your CoC geography? (If No, you may skip to the next section of this chart.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Do 10-year Plan conveners, authors and other stakeholders participate in CoC general planning meetings?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c. Have 10-year Plan participants taken steps to align their planning process with the local CoC plan?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
d. Were CoC strategic plan goals used in the development of the 10-year Plan(s)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
e. Provide the number of jurisdictions within your CoC geography that have formally implemented a 10-year plan(s).	3	

Policy Academy* Coordination	YES	NO
a. Do CoC members participate in State Policy Academy meetings, focus groups, public forums, or listservs?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Were CoC strategic plan goals adopted by the CoC as a result of communication/coordination with the State Policy Academy Team?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c. Has the CoC or any of its projects received state funding as a result of its coordination with the State Policy Academy?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Public Housing Agency Coordination		
a. Do CoC members meet with CoC area PHAs to improve coordination with and access to mainstream housing resources?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Coordination with State Education Agencies		
a. Did the CoC provide the state education agency with a list of emergency and transitional housing facilities located within the CoC boundaries that serve families with school-age children or school-age unaccompanied youth under the age of 18?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

*A State Policy Academy is a state-level process designed to help state and local policymakers improve access to mainstream services for people who are homeless. For more information about getting involved in a State Policy Academy, see <http://www.hrsa.gov/homeless>.

Emergency Shelter Grants (ESG)

(States only) Describe the process for awarding grants to State recipients, and a description of how the allocation will be made available to units of local government.

Program Year 2 Action Plan ESG response: N/A.

COMMUNITY DEVELOPMENT

Community Development

*Please also refer to the Community Development Table in the Needs.xls workbook.

1. Identify the jurisdiction's priority non-housing community development needs eligible for assistance by CDBG eligibility category specified in the Community Development Needs Table (formerly Table 2B), public facilities, public improvements, public services and economic development.

2. Identify specific long-term and short-term community development objectives (including economic development activities that create jobs), developed in accordance with the statutory goals described in section 24 CFR 91.1 and the primary objective of the CDBG program to provide decent housing and a suitable living environment and expand economic opportunities, principally for low- and moderate-income persons.

*Note: Each specific objective developed to address a priority need, must be identified by number and contain proposed accomplishments, the time period (i.e., one, two, three, or more years), and annual program year numeric goals the jurisdiction hopes to achieve in quantitative terms, or in other measurable terms as identified and defined by the jurisdiction.

Program Year 2 Action Plan Community Development response:

The following goals, objectives, outcomes and performance measures detail the priority community development activities that will be accomplished during the program year.

Suitable Living Environment:

Goal 3. Support organizations that provide supportive services to the region's lowest income residents and residents with special needs.

Performance measure: 580 clients will be assisted with funding provided during the 5 year period.

- *2011 PY outcome:* Support organizations that provide: Community Assistance Center; Advocacy, Prevention & Intervention; Basic Services/Survival Needs; Childcare Services; Community Strengthening; and Health & Well-Being (Objectives SL-1.1 through SL-1.5).

CDBG- \$480,262

- Objective SL-1.1 (Availability/Accessibility of Suitable Living Environment). **Advocacy, Prevention and Intervention.** Provide funding for programs, activities and support services that establish, promote, and/or maintain the legal rights, and safety of individuals and families, including but not limited to family violence, crisis intervention, and legal services.
- *2011 PY outcome:* No programs were funded under this objective in PY2011.
- Objective SL-1. 2 (Availability/Accessibility of Suitable Living Environment). **Basic Services/Survival Needs.** Provide funding for programs and support services which provide or maintain basic material necessities for survival, including food, clothing, water/gas/electricity, and shelter, and case management and transportation related to

survival needs for residents of Washoe County including individuals and families living on the streets or residing in an emergency shelter, transitional housing, or other supportive housing.

- Objective SL-1.3 (Availability/Accessibility of Suitable Living Environment). **Childcare Services.** Fund childcare provided in a licensed environment, before or after school care, and care for children with disabilities, where the primary function is childcare services so that parents can obtain or maintain education or employment or to receive respite to prevent child abuse and neglect. Generally for infants and children through the age of 12, and children with disabilities up to age 21.
- Objective SL-1.4 (Availability/Accessibility of Suitable Living Environment). **Community Strengthening.** Support programs, activities and support services that improve quality of life, and enhance life skills, including character/leadership development, skill building, independent living, violence reduction and gang prevention, volunteerism, employment training, literacy and recreation.
- Objective SL-1.5 (Availability/Accessibility of Suitable Living Environment). **Health & Well-being.** Fund programs, activities and support services that promote, attain and maintain a favorable condition of health and well-being, which include prevention, education, case management, direct treatment, rehabilitation, and programs that promote healthy lifestyle choices, as well as activities that increase access to care, including mental health and substance abuse services.
- Objective SL-1.6 (Availability/Accessibility of Suitable Living Environment). Support the operations of the Community Assistance Center, which provides shelter and temporary housing to low and moderate income individuals and families who are homeless.

Suitable Living Environment & Economic Opportunities:

Goal 4. Increase economic opportunities for the region's residents and businesses.

- Objective EO-1.1 (Availability/Accessibility of Economic Opportunities). Utilize the revolving loan program to assist small and microenterprise businesses with start up and expansion activities through favorable financing in exchange for the creation of jobs for low-income individuals.

Performance measure: 25 jobs created for low income individuals and 5 microenterprise businesses assisted during 5 year period.

- *2011 PY outcome:* Project related costs which include processing, underwriting, and servicing business loan applications submitted and to provide technical assistance to potential borrowers.
 - CDBG, \$60,000

- *2011 PY outcome:* Small business loans.
 - CDBG, \$250,000

Goal 5. Support quality living environments of low- and moderate-income households through infrastructure improvements and blight reduction.

- *Objective SL-1.7 (Availability/Accessibility of Suitable Living Environment)* Support accessibility modifications through the installation and or repair of pedestrian ramps throughout the City of Reno.
Performance measure: Installation of 100 pedestrian ramps during 5 year period.
 - *2011 PY outcome:* Pedestrian Ramp Improvements.
 - CDBG, \$50,000
- *Objective SL-3.1 (Sustainability of Suitable Living Environment)*. **Neighborhood Revitalization.** Provide resources to neighborhoods to facilitate revitalization efforts.
Performance measure: Assist 3 CDBG eligible neighborhoods to make quality improvements during 5 year period.
 - *2011 PY outcome:* Neighborhood Revitalization Program.
 - CDBG, \$122,970
- *Objective SL-3.2 (Sustainability of Suitable Living Environment)*. **Bond Repayment.** Continue repayment of the bond issue for blight reduction at 10 N. Virginia and the construction of the family shelter at the Community Assistance Center.
Performance measure: Annual bond repayment will be made during 5 year period.
 - *2011 PY outcome:* Repayment of Bond for 10 N. Virginia and CAC.
 - CDBG, \$399,500
- *Objective SL-3.3 (Sustainability of Suitable Living Environment)*. **Infrastructure Improvement for LMI Neighborhoods.** Support the replacement or installation of sidewalks and sewers in CDBG eligible neighborhoods as part of the City's street and sewer programs.
Performance measure: 3 CDBG eligible neighborhoods will have sidewalks or sewers replaced or installed during 5 year period.
 - *2011 PY outcome:* Support Sidewalk & Sewer Projects in LMI Neighborhoods.
 - NO PROJECT WERE FUNDED THIS PROGRAM YEAR
- *Objective SL-3.4 (Sustainability of Suitable Living Environment)*. **Code Enforcement.** Support the salary of one code enforcement officer to assist with arresting and preventing blight in CDBG eligible areas.

Performance measure: Assist CDBG eligible areas with code enforcement during 5 year period.

- *2011 PY outcome:* Code Enforcement Officer.
 - CDBG, \$100,000

2. Resources. The primary resource for community development activities is the CDBG funding made available to the City by HUD. The City also contributes general funds to these efforts and the Economic Development Manager is working with local lending institutions to leverage CDBG economic development funds.

Antipoverty Strategy

1. Describe the actions that will take place during the next year to reduce the number of poverty level families.

Program Year 2 Action Plan Antipoverty Strategy response:

The city's primary emphasis locally in regard to anti-poverty strategies is to first provide lower-income families and individuals with a range of housing and support services that will assist them in meeting their basic living needs, including food, shelter, mental and physical health, childcare, and transportation. A number of such support programs are funded through the annual HOME and human services funding. Other programs are provided locally through other funding mechanisms.

Once households are able to adequately meet their basic needs, job training and job placement assistance services become increasingly important. Many households will also require continuing support services. The three jurisdictions will work together and in collaboration with other public, private, and non-profit organizations to increase the range of job training opportunities available within the region. The City also works to assist small businesses and attract, retain, and expand businesses of all sizes.

The jurisdictions also cooperate among themselves and with other outside organizations on local and regional economic development activities. These efforts serve to not only create greater numbers of jobs for local resident, but also to expand the range of jobs offering low and moderate income resident's prospects for upward mobility. Although most local economic development activities are not funded through the Action Plan process, the jurisdictions collaborate on these types of activities in conjunction with regional providers such as the Economic Development Authority of Western Nevada, NevadaWorks, JOIN, Truckee Meadows Community College System and the University of Nevada Reno.

NON-HOMELESS SPECIAL NEEDS HOUSING

Non-homeless Special Needs (91.220 (c) and (e))

*Please also refer to the Non-homeless Special Needs Table in the Needs.xls workbook.

1. Describe the priorities and specific objectives the jurisdiction hopes to achieve for the period covered by the Action Plan.
2. Describe how Federal, State, and local public and private sector resources that are reasonably expected to be available will be used to address identified needs for the period covered by this Action Plan.

Program Year 2 Action Plan Specific Objectives response:

The majority of goals and objectives that are part of the five-year plan address the needs of non-homeless special needs residents (in addition to those who are or become homeless during the course of the planning period). This speaks to the priority the city puts on serving residents with special needs and is consistent with the highest priority needs identified through the Consolidated Plan research. The following outcomes will be achieved during the 2011/2012 program year:

Decent Housing:

Goal 1. Expand affordable rental housing opportunities for extremely and very low-income households, including those with special needs.

- Objective DH 2.1 (Affordability of Decent Housing). Develop and/or rehabilitate rental units that are affordable to households earning 50 percent of the area median income (AMI) and less.

Performance measure: Construct or rehabilitate 155 units during the 5 year period.

- *2011 PY outcome:* Virginia Lake Senior Apartments—new construction of a 66 units apartment complex serving seniors at or below 50 percent of the area median income (AMI), to create 11 affordable units within the complex.

- HOME, \$1,200,000 CHDO set-aside

- Objective DH 1.1 (Availability/Accessibility of Decent Housing). Assist with the development of transitional housing and permanently affordable housing with supportive services, targeted to formerly homeless households and households with special needs.

Performance measure: Construct or rehabilitate 40 units of affordable and supportive units during 5 year period.

- No new funds are allocated to this activity.

- Objective DH-2.2 (Affordability of Decent Housing). Support organizations that develop and rehabilitate rental housing.

- *2011 PY outcome:* Provide pre-development funds to the Northern Nevada Community Housing Resource Board, whose target population is extremely and very low-income renter households.

- HOME, \$80,000 CHDO set-aside

Goal 2. Stabilize neighborhoods and increase appropriate housing opportunities for low and moderate income households, including those with special needs.

- Objective DH-1.2 (Availability/Accessibility of Decent Housing). Assist owner/renter households with needed improvements to their homes, including accessibility improvements for disabled households and seniors.

Performance measure: 65 homes improved during 5 year period.

- *2011 PY outcome:* Home Accessibility Modifications performed by Northern Nevada Center for Independent Living.
 - CDBG, \$15,000

2. Resources. HOME funds, participating jurisdiction and state pass-through grants, and the low-income housing trust funds will be the primary resource to addressing non-homeless special needs housing goals. CDBG funds will also be used to assist with accessibility modifications and housing rehabilitation.

Housing Opportunities for People with AIDS

*Please also refer to the HOPWA Table in the Needs.xls workbook.

1. Provide a Brief description of the organization, the area of service, the name of the program contacts, and a broad overview of the range/ type of housing activities to be done during the next year.
2. Report on the actions taken during the year that addressed the special needs of persons who are not homeless but require supportive housing, and assistance for persons who are homeless.
3. Evaluate the progress in meeting its specific objective of providing affordable housing, including a comparison of actual outputs and outcomes to proposed goals and progress made on the other planned actions indicated in the strategic and action plans. The evaluation can address any related program adjustments or future plans.
4. Report on annual HOPWA output goals for the number of households assisted during the year in: (1) short-term rent, mortgage and utility payments to avoid homelessness; (2) rental assistance programs; and (3) in housing facilities, such as community residences and SRO dwellings, where funds are used to develop and/or operate these facilities. Include any assessment of client outcomes for achieving housing stability, reduced risks of homelessness and improved access to care.
5. Report on the use of committed leveraging from other public and private resources that helped to address needs identified in the plan.
6. Provide an analysis of the extent to which HOPWA funds were distributed among different categories of housing needs consistent with the geographic distribution plans identified in its approved Consolidated Plan.
7. Describe any barriers (including non-regulatory) encountered, actions in response to barriers, and recommendations for program improvement.

8. Please describe the expected trends facing the community in meeting the needs of persons living with HIV/AIDS and provide additional information regarding the administration of services to people with HIV/AIDS.
9. Please note any evaluations, studies or other assessments that will be conducted on the local HOPWA program during the next year.

Program Year 2 Action Plan HOPWA response: N/A.

Specific HOPWA Objectives

Describe how Federal, State, and local public and private sector resources that are reasonably expected to be available will be used to address identified needs for the period covered by the Action Plan.

Program Year 2 Specific HOPWA Objectives response: N/A.

Other Narrative

Include any Action Plan information that was not covered by a narrative in any other section.

Limited English Proficiency (LEP). The Washoe County HOME Consortium, through its HOME funded activities, and the City of Reno, through its Community Development Block Grant (CDBG) and Emergency Shelter Grant (ESG) programs, seeks to encourage the participation of eligible individuals and households with LEP. An LEP individual or household is defined as "persons who do not speak English as their primary language and who have limited ability to read, write, speak, or understand English ..."

The participating jurisdiction and its partners continue the work to extend oral and/or written translation services to LEP clients to ensure they have access to, and participation in, programs; translation of documents and interpreter services may be limited to those that are critical to participation in programs.

Oral and written translation services may include the use of:

1. Consultants on an as-needed basis
2. Telephone interpreters on an as-needed basis
3. Bilingual staff
4. Community volunteers
5. Family members or personal friends where appropriate

The amount and depth of LEP services available may be limited based upon the reasonableness and cost of providing these services. "Reasonableness and cost" will be based upon the number and proportion of LEP clients of a certain language background participating in a program on a regular basis and/or not participating in a program because of a language barrier. It was determined by the survey and review of the demographic data that Spanish is the language, other than English, most frequently spoken in assisted households.

If it is determined that a small number and proportion of LEP clients of a certain language background participate infrequently in specific programs, then LEP services will be made available to these participants on an as-needed basis.

Additionally, the participating jurisdiction will disseminate updated contact information to its subrecipients, sub-grantees, and housing providers on local interpretation consultants, other interpretation services, and HUD documents available in languages other than English.

The City of Reno previously identified an LEP need in the community--that of the Hispanic population. As an on-going collection of data, the WCHC included the "primary language spoken in the family" as part of the Client Submission Form used for yearly monitorings. This provides a good picture of the language needs at individual properties. The information is gathered in the same manner as race and ethnicity. Based on the current client submission forms obtained during monitoring in FY09/10 from each property, the language most frequently spoken in households, other than English, continues to be Spanish.

Notices for public hearings and funding availability are published in Spanish in local Hispanic periodicals and/or bilingual staff is available to provide assistance and for phone calls, public meetings, and front desk assistance. The Community Resources Division of the City of Reno has bi-lingual staff to assist in responding to inquiries and needs of Hispanic residents and to provide translation for basic documents.

SECTION 3

It is the policy of the City of Reno CDBG Program and the Washoe County HOME Consortium (WCHC) to require its contractors to provide equal employment opportunity to all employees and applicants for employment without regard to race, color, religion, sex, national origin, disability, veteran's or marital status, or economic status and to take affirmative action to ensure that both job applicants and existing employees are given fair and equal treatment.

The City, as the CDBG grantee and WCHC lead agency, implements this policy through the awarding of contracts to developers, CHDOs, non-profit agencies, contractors, vendors, and suppliers, etc., to create employment and business opportunities for qualified low- and very low-income persons residing in the City of Reno, City of Sparks, and Washoe County.

The City of Reno will be further concentrating efforts to update and revise its Section 3 policies and procedures, working with developers and contractors for training and compliance. The WCHC has provided funding for CHDO travel specifically for Section 3 training. The WCHC Section 3 policy is being designed to result in a reasonable level of success in the recruitment, employment, and utilization of WCHC area residents and other eligible persons and businesses by general contractors working on contracts partially or wholly funded with the United States Department of Housing and Urban Development (HUD) monies. The WCHC shall examine and consider a developer's, CHDO's, or contractor's potential for success by providing employment and business opportunities to public housing and low to very low income residents *prior* to acting on any proposed contract award. All applicants for funding are required to sign the *Section 3 Clause for Certifications and Assurances for the Affordable Housing Municipal Loan Program Funding Recipients* and to include the following Section 3 Clause in all contracts:

A. The work to be performed under this contract is on a project assisted under a program providing direct Federal financial assistance from the Department of Housing and Urban Development and is subject to the requirements of 24 CFR 92 - HOME Investment Partnership Program § 92.350 and § 92.508 referencing Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u. Section 3 requires that to the greatest extent feasible, opportunities for training and employment be given to lower income residents of the area of the Section 3 covered project, and contracts for work in connection with the project be awarded to business concerns which are located in, or owned in substantial part by persons residing in the area of the Section 3 covered project.

B. The parties to this contract will comply with the provisions of said Section 3 and the regulations issued pursuant thereto by the Secretary of Housing and Urban Development set forth in 24 CFR 135, and all applicable rules and orders of the Department issued there under prior to the execution of this contract. The parties to this contract certify and agree that they are under no contractual or other disability which would prevent them from complying with these requirements.

C. The contractor will send to each labor organization or representative of workers with which he has a collective bargaining agreement or other contract or understanding, if any, a notice advising the said labor organization or worker's representative of his commitments under this Section 3 clause and shall post copies of the notice in conspicuous places available to employees and applicants for employment or training.

D. The contractor will include this Section 3 clause in every subcontract for work in connection with the project and will, at the direction of the applicant for or recipient of Federal Financial assistance, take appropriate action pursuant to the subcontract upon a finding that the subcontractor is in violation of regulations issued by the Secretary of Housing and Urban Development, 24 CFR part 135. The contractor will not subcontract with any subcontractor where it has notice or knowledge that the latter has been found in violation of regulations under 24 CFR part 135 and will not let any subcontract unless the subcontractor has first provided it with a preliminary statement of ability to comply with the requirements of these regulations.

E. Compliance with the provisions of Section 3, the regulations set forth in 24 CFR Part 135, and all applicable rules and orders of the Department issued there under prior to the execution of the contract, shall be a condition of the Federal financial assistance provided to the project, binding upon the applicant or recipient, its contractor and subcontractors, its successors, and assigns to those actions specified by the grant or loan agreement or contract through which Federal assistance is provided, and to such sanctions as are specified by 24 CFR Part 135.

FAIR HOUSING

The Washoe County HOME Consortium (WCHC), in accordance with the regulations of the HOME Investment Partnership (HOME) Program (24 CFR 92.3510, has an established "Affirmative Fair Housing Marketing Plan" to ensure that the consortium and all entities to whom they have allocated HOME or Low Income Housing Trust

Funds employ a marketing plan that promotes fair housing and ensures outreach to all potentially eligible households, especially those least likely to apply for assistance.

The Consortium's policy is to provide information and attract eligible persons to available housing without regard to race, color, national origin, sex, religion, familial status (persons with children under 18 years of age, including pregnant women), or disability. The procedures followed are intended to further the objectives of Title VIII of the Civil Rights Act of 1968 (Fair Housing Act), and Executive Order 11063, which prohibits discrimination in the sale, leasing, rent and other disposition of properties and facilities owned or operated by the federal government or provided with federal funds.

Although the HOME Final Rule regarding the development and adoption of affirmative marketing procedures and requirements apply to rental and homebuyer projects containing five or more HOME-assisted units, regardless of the specific activity the funds finance (e.g., acquisition, rehabilitation, and/or new construction), the WCHC applies the affirmative marketing procedures to all programs funded by the WCHC, such as tenant-based rental assistance, owner-occupied rehab, and down payment assistance only programs.

The WCHC is committed to the goals of affirmative marketing by:

- A. Providing equal service without regard to race, color, religion, sex, handicap, familial status, or national origin of any client, customer, or resident of any community;
- B. Keeping informed about fair housing laws and practices;
- C. Informing clients and customers about their rights and responsibilities under the fair housing laws by providing verbal and written information;
- D. Evaluating the effectiveness and compliance of all marketing as it relates to fair housing;
- E. Including the *Equal Opportunity* logo or slogan, and where applicable the accessibility logotype, in all ads, brochures, and written communications to owners and potential tenants;



- F. Displaying the HUD's fair housing posters (at a minimum, English and Spanish versions) in rental offices or other appropriate locations;
- G. Soliciting applications for vacant units from persons in the housing market who are least likely to apply for assistance without the benefit of special out-reach efforts; working with the local public housing authority and other service and housing agencies to distribute information to a wide and diversified population;

- H. Maintaining documentation of all marketing efforts (such as copies of newspaper ads, memos of phone calls, copies of letters).
- I. Maintaining a record of applicants for vacant units with a general profile of the applicant, how the applicant learned of the vacancy, the outcome of the application, and if rejected, why; maintaining this record for two years or through one compliance audit, whichever is the shorter period of time.
- J. Where changing demographics present challenges when marketing to an eligible population that is limited English proficient (LEP), WCHC and its funded entities, strive to:
 - 1. Translate its marketing material to serve this population
 - 2. Hire bi-lingual employees or have quick access to interpreters/translators
 - 3. Work with the language minority-owned print media, radio and television stations
 - 4. Partner with faith-based and community organizations that serve newly arrived immigrants, and
 - 5. Conduct marketing activities at adult-education training centers or during "English as a Second Language" classes.
- K. Requiring all applicants for WCHC funds to sign, submit, and adhere to the policies included in the certifications relating to fair housing required in applications packets, including but not limited to attachments A, B, and C of the policy.

The WCHC monitors all complexes and includes in that monitoring Fair Housing compliance. The WCHC utilizes HUD and the staff at Silver State Fair Housing in Reno when questions regarding Fair Housing issues arise.